# **Attachment 1**

# **Statement of Work**

# DTFASO-10-R-00169

Janitorial Service Contract for the Augusta Work Center (AGS WC) and the Augusta Air Traffic Control Tower (AGS ATCT) at Augusta, GA

#### JANITORIAL SERVICES

### FAA ATBM. FAA/WS Buildings, Augusta, Georgia

#### Specifications

- General Information. The buildings in which the work of this contract is to be performed are tenanted by Government officials and employees, and are visited daily by many persons who are required to conduct business with the Government. For the protection of the buildings and their equipment and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence given to such practices by dirt in corners, mop splashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor and he will be requested to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such requests will result either in the corrective work being done by Government employees and the cost charged to the Contractor or in the termination of the contract, or both, as provided elsewhere herein.
- 2. STANDARD OF SERVICE. All work shall be accomplished in a first class workmanlike manner in order to provide a clean, neat appearance at all times except when work is actually being accomplished.
- 3. GOVERNMENT FURNISHED PROPERTY. No property will be furnished by the Government except electricity and water.
- 4. CONTRACTOR FURNISHED PROPERTY. The Contractor will be required to furnish all mechanical and electrical apparatuses and appliances, ladders, hand tools, cleaning and dusting materials, waxes, solvents, rags, steel wool, hand soap, paper hand towels, toilet paper, and all other supplies required, including disinfectants and deodorants. All equipment owned by the contractor shall be properly identified.
- 5. AREAS. The buildings have been divided into four general areas of service as follows:

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Area 1. FAA Tower Building

Area 2 FAA Quarters/Weather Bureau Building

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- A. Cleaning shall be performed in area one (1) after 5:00 p.m. Exception. Cleaning may be performed during daylight hours on Saturday.
- B. Tower cab windows shall be washed during daylight hours only.
- C. Sunshades in tower cab will be cleaned on Saturday only, using the following procedures:
  - (1) Monthly. The bottom 12 inches of the shade is the area or part of the shade most susceptible to accumulating smoke, dust, and other impurities and shall be dusted or cleaned once a week. The dusting or cleaning of each shade shall be accomplished band and front using a soft cloth such as a chamois or diaper (or similar type cloth) that has been dampened with a mild cleaning liquid such as "Product 409," "Mirror Glaze," "Windex," or any similar type plastic cleaner. When dusting, the worker should wear clean cloth gloves or keep a soft cloth on both hands to prevent any smudging of the shades with finger prints.

To prevent a "cake" type building on the shades and a loss of transparency, the entire shade shall be thoroughly dusted and cleaned at least once a month. Dusting and cleaning should be accomplished, using a soft cloth dampened with a cleaning liquid as specified in "Weekly" cleaning above.

#### (2) <u>Cleaning Procedures</u>.

- (a) <u>Tiny areas</u> (less than one square foot at a time). Must be worked in a circular motion.
- (b) Squirt cleaner onto shade, rub hard with soft cloth without crinkling or denting shade, usually by pushing it up against the window. If the worker is unable to clean the shades in their normal positions, the shades shall be removed for cleaning. Extreme caution shall be used to prevent the scratching, wrinkling, or otherwise damaging of the plastic material. If so removed, each shade shall be returned to its original position.
  - (c) <u>Dry immediately with a paper towel</u>. Some cleaners will "milk up" if allowed to dry on the shades.
- D. Tower cab carpet will be vacuumed with a vacuum cleaner that has a beater bar assembly.
- E. Contractor shall arrive at area four (4) to begin cleaning between 4:00 p.m. and 4:30 p.m., Monday through Friday.

  Cleaning may be accomplished during daylight hours on Saturday.

#### 6. ROOM CLEANING

- A. Wastebaskets: Empty al wastebaskets. Damp wipe interior and exterior as needed.
- B. Replace plastic wastebasket liners as needed.
- C. Carpet: Shampoo carpet during third and ninth month of contract in area #1 and during the sixth month for other areas.
- D. Furniture: Dust or damp wipe; vacuum upholstered chairs.
- E. Ready room cleaning: Includes cleaning of foodware appliances such as stove, refrigerator, radar range, sink, cabinets, etc. Also provide paper hand towers for ready room. Service as required.
- 7. <u>BUFFING</u>: Damp mop and polish the floor to remove traffic marks. Machine buff using soft polishing brush; #00 steel wool or synthetic polishing pad. Temper overall floor luster to uniform appearance. Do not apply wax over soil, smudges, or stains.
- 8. WAXING: Strip and rewax all floors during the sixth month of contract.
- TOILET CLEANING AND SERVICING: Includes all the cleaning work inside toilet rooms which can be reached while standing on the floor. This includes: emptying waste receptacles; servicing soap dispenser; dusting; cleaning tile walls, mirrors, dispensers, receptacles, stall partitions, doors, wash basins, water closets, and urinals, polishing metal work; and sweeping and mopping or scrubbing the floor.
  - A. Contractor shall furnish room deodorizer (wall-type) for all restrooms.
  - B. Ceramic tile floor covering: Mop with a solution of warm water, synthetic detergent, disinfectant, and deodorant.

    (Where necessary, remove chewing gum with putty knife.) Do not use cleaners containing soap products and/or alkalines.
- 10. <u>CONCRETE FLOORS</u>: Sweep floors using a sweeping compound, mop with detergent and water.
- 11. <u>STATRWAY CLEANING</u>: Includes all cleaning work inside the confines of the stairwell that can be reached from the normal walking surfaces.
- 12. PAPER AND TRASH COLLECTION: Includes picking up material and transporting it to the disposal unit (Dempsey Dumpster).

## FACILITIES IDENTIFICATION AND LOCATION

FACILITY:	ATBM,	Bush	Field,	Augusta.	Georgia
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#### LOCATION:

1st Floor	Flo	oor Type	Sa. Ft. Floor
Room 107,	CLL	rpet	280
Room 100, Entry		Nyl Tile	92

## LOCATION:

2nd Floor	Floor Type	Sg. Ft. Floor
Room 206, ATCT Chief Room 207, Deputy Room 205, Secretary & Recpt. Hallway	Carpet Carpet Carpet Vinyl Tile	182 182 193
Room 208, Men's Room Stairway	Ceramic Tile  1 landing, vinyl tile 18 steps, concrete	57 40 90

#### LOCATION:

3rd Floor	* * .	Floor Type	Sq. Ft. Floor
Room 305, Telc Room 306, Wome: Hallway Stairway		Vinyl Tile Ceramic Tile Vinyl Tile 1 landing, vinyl tile 18 steps, concrete	569 40 78 90

## LOCATION:

4th Floor			Floor Type	Sg. Ft. Floor
Room 404, Lavatory	Elect.	Egpt.	Vinyl Tile Ceramic Tile	731
Janitor Hallway Stairway			Vinyl Tile Vinyl Tile	18
		e ye."	1 landing, vinyl ti 18 steps, concrete	le 90

## LOCATION:

5th Floor	Floor Type	Sg. Ft. Floor
Room 505, Tracon Room 506; Men's Room Hallway Stairway	Carpet Ceramic Tile Vinyl Tile 1 landing, viny 18 steps, concr	569 40 57 90

## LOCATION:

6th Floor		Floor type	Sa.	Ft. Fl	oor
Room 606A, F Room 606B, T Room 605, Ca Room 607, EF Room 605, Pa	raining b Stairway DS	Vinyl Tile Vinyl Tile 15 steps, concrete Carpet Vinyl Tile	* *	65 193 22 204 86	<i>j</i> .
Room 608, Me Hallway Stairway	n's Room	Ceramic Tile Vinyl Tile 1 landing, vinyl tile 18 steps concrete		40 57 90	

### LOCATION:

Towe	r Cab	,	Floor Type	~	Sg. Ft. Floor
Cab,	Room	701	Carpet	*	199

### FACILITIES IDENTIFICATION AND LOCATION

FACILITY: FAA/Weather Service Building, Bush Field, Augusta, Georgia

Location	Floor Type	Sg. Ft. Floor
*Rest Rooms (2)  **Corridor Offices (3) Training Room Shop Supply Ready Room	Vinyl Tile Vinyl Tile Carpet Vinyl Tile Vinyl Tile Vinyl Tile Vinyl Tile	160 750 561 208 140 270 80
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Total Sq. Footage

2,169

## DEFINITIONS OF ABBREVIATIONS FOR PERFORMANCE REQUIREMENTS

W	-	Weekly
BM	-	Twice Monthly
M	_	Monthly
Q	_	Quarterly
SA		Semi-Annually
A	-	Annually
2W	-	Twice Weekly
3W	_	Daily, 3 days per week
D4	-	Daily, 4 days per week
W/M	-	(Monday, Wednesday, Friday, Saturday) Weekly and Monthly requirements (ATCT Cab only)
B/W	π	Every two weeks

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